

**BY ORDER OF THE COMMANDER  
HEADQUARTERS, 11TH WING**



**AIR FORCE INSTRUCTION 40-102**

**BOLLING AIR FORCE BASE  
Supplement 1**

**3 APRIL 2003**

**Medical Command**

**TOBACCO USE IN THE AIR FORCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 11 MDG/SGOAZ (Nancy B. Leggett)  
Supersedes BAFBI 40-2, 1 Oct 98  
(Lt Col Susan R. Hall)

Certified by: 11 MDG/MDOS  
Pages: 6  
Distribution: F

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This supplement implements **AFI 40-102, 3 June 2002, Tobacco Use in the Air Force**. It establishes procedures to control tobacco use in any work place on Bolling AFB, eliminates tobacco use in Air Force buildings, facilities, and vehicles. It establishes policies for the sale of tobacco produces, and outlines the guidelines for establishment of authorized external tobacco use areas. It does not supersede or cancel other instructions that control tobacco use because of fire, explosive, health standards, or other safety hazards. This supplement is applicable to all assigned and host activities, military and civilians assigned, and all other personnel (i.e., contractors, housekeeping, etc.,) while performing duty within work areas on Bolling AFB.

### ***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

#### **1.1. Functional Area Responsibilities.**

- 1.1.1. 11th Medical Group (MDG) has command oversight responsibilities for this program.
- 1.1.2. 11 MDG/Medical Operations Squadron (11 MDOS) has functional oversight responsibilities for this program.
- 1.1.3. 11 MDG/SGOAZ has the day-to-day oversight responsibilities for this program.

#### **1.2. Installation and Units.**

- 1.2.1. HQ 11 WG/CC enforce policies on the use of tobacco products.
- 1.2.2. 11 MDG/MDOS is responsible for ensuring tobacco product cessation classes are scheduled and made available to active duty members, family members, and retirees. The classes are available to employees of the federal government on a space available basis.

1.2.4. (Added) )(11 WG) 11th Civil Engineering Squadron is responsible for designing and placing standardized Tobacco Use Area (TUA) signs.

## 2. Program Elements

2.1. Tobacco Use. Bolling Air Force Base is “SMOKE-FREE” except in areas defined in the Instruction. For the purpose of this Instruction, tobacco is defined as any smoking material (pipes, cigarettes) and spit tobacco (snuff dippers and chewers). Use of these products is considered a health hazard and all individuals are encouraged to voluntarily restrict (to include cessation) their own use of the products.

### 2.2. Workplace.

2.2.1. Commanders, Directors, and Supervisors are responsible for ensuring the following:

Enforcing compliance with the Instruction

- A TUA area is designated for their facilities
- Ensuring designated TUA(s) meet criteria as outlined in AFI 40-102
- Forwarding any tobacco use “Precedent File” (formerly Policy Letter) correspondence or Operating Instruction (OI) affecting civilian employees to 11 WG/DPCWL for coordination with the Union prior to activating TUAs
- Approving employee requests to attend smoking cessation class during duty hours

2.2.4. 11 MSG/SV will ensure signs are posted in a conspicuous place in all areas frequented by children. The signs will read **“TOBACCO USE IS PROHIBITED DURING ALL CHILDREN’S PROGRAMS”**.

2.2.5. 11th Logistic Readiness Squadron (LRS) is responsible for ensuring notices are placed in all Government Service Agency (GSA) vehicles that read **“TOBACCO USE IN THIS VEHICLE BY ALL PERSONNEL, CIVILIAN OR MILITARY, IS PROHIBITED”**.

2.2.10. Squadron commanders/civilian equivalents must designate outdoor TUAs that are reasonably accessible to employees and provide protection from the elements. The area will be the least visible, most non-obtrusive area available, and will not be at a normal entry or exit to the building. Approved TUAs are identified at [Attachment 1 \(Added\)](#) to this instruction.

2.2.10.1. (Added) Obtain signs from 11 CES that read **“DESIGNATED TOBACCO USE AREA”**. Other areas are **“No Tobacco Use Areas”**.

### 2.5. Smoking in Dormitory and Housing Facilities

2.5.1. 11 CES (Dormitory Manager) is responsible for identifying “Designated Tobacco Use Areas” and requesting the standard sign be prepared and posted.

### 2.6. Education Programs

2.6.2. Commanders, 11th Medical Operations Squadron, 11th Dental Squadron, and Primary Care Managers (PCM) are responsible for ensuring procedures are established and enforced to inquire about the individual’s tobacco use history during medical and dental appointments.

2.6.4. Medical providers in 11 MDOS are responsible for assessing appropriateness of nicotine replacement therapy, contraindications for use, and prescribing therapy as needed.

## 3. Application to Civilian Employees of the Federal Government

3.1. 11th WG/DPCWL (Labor Relations) is responsible for ensuring all bargaining obligations are met prior to establishing new or relocated TUA. Also, they must advise the Union of the implementation of the TUA in accordance with the local Memorandum of Agreement (MOA).

3.2. 11th WG/DPCWL is responsible for ensuring all local bargaining units are satisfied with the local agreement.

4. **Application to Contractor Employees of the Federal Government.** 11th Contracting Squadron is responsible for ensuring all contractors are aware of this policy and enforcing compliance through the applicable contract administrators.

#### 5. **Tobacco Use Management**

5.1. The Health and Wellness Center staff personnel are responsible for reviewing and Tracking installation tobacco use data and using it to guide implementation programs.

**Attachment 1 (Added)****FACILITY TOBACCO USE AREA OWNERS****RESPONSIBLE****FACILITY NUMBER FUNCTION ORGANIZATION**

46/47\*/48/7100 Honor Guard USAF HG/CC  
\*TUA 11 CES/CC  
2 Band USAF BAND/CC  
3/4 Communications Squadron Visual Information 11 CS/CC  
18 Heat Plant 11 CES/CC  
5/16 Fire Department/Housing Office 11 CES/CC NDW FD  
7/8 Auto Skills Center 11 MSG/SV  
10 Post Office US Postal Service  
11 Education Center 11 MSS/CC  
12 SV Headquarters 11 MSG/SV  
13 Family Support Center 11 MSS/CC  
502/503 Civil Engineer Storage 11 CES/CC  
41 HAZMAT Pharmacy 11 LRS/CC  
15/38 Fitness Center/Aerobics Center 11 MSG/SV  
17/1300 Medical Treatment Facility 11 MDG/CC  
20 WING/MSG/OG HQ MSG/CC All Staff Agencies  
21 Det 322, HQ AFOSI Det 322, HQ AFOSI  
52 Technology Center 11 MSS/CC  
53 11 SFS Training 11 SFS/CC  
50/51/56 O'Club/Columbia House 11 MSG/SV  
61/90 Pool/Virginia/Maryland Housing Potomac House  
55 Honor Guard Dorm USAF HG/CC  
361/362/364/765 Transportation Compound/Fuel Station 11 LRS/CC  
431/3610 Chapel 11 WG/HC  
370/371 CES Compound 11 CES/CC  
520 Supply Squadron Hangar 11 LRS/CC

523 Laundromat 11 MSG/CC

**NOTE:** When facility numbers are grouped together, the facilities will share a single designated Tobacco Use Area (TUA).

**FACILITY NUMBER FUNCTION RESPONSIBLE ORGANIZATION**

1302 Blanchard Barracks 11 CES/CC

Postal Service Center 11 CS/CC

600 Billeting Office 11 MSG/SV

Hangar #1 Security Force Squadron 11 SFS/CC

Civil Readiness Center

Civil Air Patrol

Logistics Readiness Squadron/Plans

900/902 Housing Maintenance 11 CES/CC

934 Scout Trailer 11 MSG/SV

1301/3623/3621 Falcon Feast/Mathis Manor Cheshire Hall 11 MSG/SV

1303/1304 Intelligence Compound AFAIA/CC

1305/6126 Security Forces/Training Dog Kennels 11 SFS/CC

1306 Airman Leadership School 11 MSS/CC

1307 Edwards W. White Leisure Center 11 MSG/SV

1310 Potomac Lanes 11 MSG/SV

1311 Autopride/Shoppette AAFES (11 MSG/SV)

2482 Slip Inn 11 MSG/SV

3434 Enlisted Club 11 MSG/SV

4456/4472/4485 Community/Skills Development 11 MSG/SV  
Center/Youth Center

4500/4514 Main Exchange/Burger King AAFES (11 MSG/SV)

4570 Commissary/Clothing Sales DECA (11 MSG/SV)

5681 Finance/MSS/CONS Squadrons 11 MSS/CC

SAF/Surgeon General

SAF/MI

5683 AFLSA AFLSA

Air Force Chaplain

6000 Defense Intelligence Agency DIA/CC

6101/6102/6105 Ball Fields Scoring Booths/Hutch 11 MSG/SV

7100/7101 Honor Guard Operations USAF HG/CC

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Commander